



USAID | HONDURAS

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Vacancy Announcement No. ST-FSN-32-14

OPEN TO:	All interested candidates who have the required work permit.
FULL LEVEL OF PERFORMANCE:	FSN PSC – 9
LOCATION OF POSITION:	Program Office Tegucigalpa, Honduras
POSITION TITLE:	USAID Development Program (Participant Training) Assistant
OPENING DATE:	April 25, 2014
CLOSING DATE:	May 9, 2014
WORK HOURS:	Monday through Friday (40 hours per week)
SALARY:	Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 309, 741.00 to L. 526,557.00 per year.

BASIC FUNCTION:

The USAID Development Program (Participant Training) Assistant is assigned to the USAID/Honduras Program Office. The incumbent has an assigned workload consisting of a mix of program/project assistance support, especially in monitoring and evaluating citizen security programs; is the Mission's Participant Training Assistant; assists with financial and performance reporting; provides administrative support for the Development Objective (DO) or technical office teams; and backstops work throughout the Program Office, as required. The work includes a variety of research, reporting, contact, monitoring, and analytical duties.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. The incumbent may be required to perform other duties as assigned by the agency

1. As the Mission's Participant Training Assistant the incumbent provides advice, guidance, and training to team leaders and members, host country counterparts and partners, and contractors and grantees on Agency policies and procedures governing participant and in-country training as articulated in the Automated Directive System, Chapter 253 (ADS 253) and is one of the Mission's elected Verifiers (R2) to the Visa Compliance System (VCS), confirming TraiNet Data imported to the VCS.

S/he ensures and properly coordinates the timely submission of required documents from the participants; works with contractors/grantees in orienting participants on program and logistical requirements; prepares appropriate forms for the signature of the Program Office Director or his/her designee and the Non-Immigrant Visa Referral forms for the signature of the referring and approving officers. With the assistance of the Program Office Secretary, the incumbent is responsible for obtaining medical clearances for participants; coordinating the completion of several forms required from the participants, passport pick-up from the Embassy; and revision or preparation of several documentation including medical approvals, waivers, J-1 Visa forms, and ad hoc reports as requested by the Mission or EGAT/ED. The incumbent is also responsible for administering the training data (U.S., third-country, and in-country) through TraiNet Web, by entering data and conducting TraiNet trainings for implementing partners, among other duties. Other duties include, but are not limited to, maintaining subject and case files for the participants and the program, updating Mission Orders and other internal documents related to the program, providing guidance to teams, implementing partners, and responding to public inquiries on USAID's Participant Training Program. On an annual basis, the incumbent will develop and update the Mission's Annual Participant Training Plan. (30%)

2. Assists the Economist, Program Office Deputy Director, and Program Office Director in coordinating, providing guidance, and participating in the development of the two annual Portfolio Reviews and identification of major issues for Mission review of

citizen security programs. Performs routine formal presentations on different subjects, such as the Performance Monitoring Plan (PMP) and use of indicators under USAID's Results approach (vis-à-vis use of logframes), and on project design and strategic development concept and application to DO and technical office teams, counterparts and other donors, and to Mission staff. Collects and shares geo-referenced data of USAID/Honduras's activities. As such the incumbent may perform as alternate AOR/COR when required. (30%).

3. The incumbent assists the Development Program Specialist (Budget Analyst) in maintaining hard copy and electronic budget filing systems, and provides non-professional backstopping for budget questions in the absence or preoccupation of the Development Program Specialist (Budget Analyst); tracks budget activities and other necessary activities for the Program Office; and, answers general requests for program budget information from Mission staff, the US Embassy, the Government of Honduras (GOH), and other donors, as necessary, including maintenance of various databases.

As assigned, the incumbent will work with DO and technical office teams and AOR/CORs to gather information necessary to support the work of the Program Office, maintaining technical and budgetary data related to Mission programs/projects/activities. As required, the incumbent will also assist DO and technical office teams in the preparation of financial information for portfolio reviews, annual reports, and Congressional Budget Justifications (CBJs), while keeping summary charts and tables as required. Additionally, the incumbent provides administrative support to AOR/CORs and Program Office staff in the preparation of procurement packages, including Global Acquisition and Assistance System (GLAAS) actions -the Mission's acquisition and assistance tracking system- and action memos for review and clearance providing additional information requested during the clearance process. In addition, the incumbent maintains the GLAAS User Data Matrix for the Mission and when necessary, assembles information for performance management reviews. (20%).

4. Assists the Development Program Specialist (Senior Communications Writer) in reporting and gathering Gender data for reports; coordinating USAID nominees for the U.S. Embassy International Visitor and Leadership Program (IVLP), Central American Community Impact Exchange (CACIE) Program, United States Telecommunication Training Institute (USTTI) program, Scholarships for Education and Economic Development (SEED) program, and other university or USAID/Washington-funded exchange programs by working with technical office or DO teams in identifying qualified candidates and preparing written justifications for their nomination. The incumbent will also assist in the coordination of the participant training feedback process, which allows the Mission to improve its Participant Training Program. (15%)

5. In absence of the Program Office Secretary, the incumbent serves as backup by providing clerical and administrative assistance. Such duties include, but are not limited to, receiving and screening phone calls and visitors to the Program Office, routing inquiries and visitors, arranging appointments and weekly schedules for Program Office staff and TDYers, as requested, and arranging for meetings and conferences with host-country officials, US Mission officials, other donors and host-country agencies, and others. Other duties while serving as backup to the Program Office Secretary will include assembling and preparing related background data and materials for appointments and conferences, as requested; maintaining telephone lists of GOH institutions and local government officials, NGOs, implementing partners, donors, foundations, and others with whom the Program Office staff interacts on a frequent basis, coordinating in-country travel requests for Program Office staff, and for outside visitors, as required, reviewing incoming correspondence, and, as appropriate, assists in preparing responses to routine or non-technical correspondence. The incumbent will also serve as backup timekeeper for the Program Office. (5%).

REQUIRED QUALIFICATIONS:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Completion of University Degree in the areas of administration, finance, social sciences, or other related area is required.

EXPERIENCE: From five to seven years of progressively responsible experience in office management or office assistance or related work is required. One year of this experience is required to be with a USG Agency or, at a minimum, in an English-language work environment, or with an international or donor organization, or equivalent work with a private or host-government entity. Experience should also include a variety of information collection and preliminary analysis duties in an office environment, participant training administration or other administration experience in a related field.

LANGUAGE: Level IV (fluent) in English and Spanish is required. This will be tested. At this level, the incumbent must have a high degree of proficiency in both the written and spoken language, including the ability to translate. On

occasion, the job holder may need to act as an interpreter. Written English skills are particularly important. Must be able to clearly express ideas and concepts accurately both verbally and in writing.

KNOWLEDGE: The incumbent must be able to develop a good working knowledge of US Government (USG) and USAID regulations, a good understanding of USAID administrative, records management, and financial procedures, and an excellent understanding of general administrative practices and internal controls relevant to the position. Knowledge of U.S., third-country, and in-country training and education institutions, as well as knowledge of U.S. Consular and Non-Immigrant visa procedures, contracting policies, and documentation is desired. Knowledge of Honduran and U.S. laws as they pertain to monitoring and evaluation, budget functions, and managing participant training programs is also desired.

SKILLS AND ABILITIES: The incumbent must be tactful, possess good judgment, be able to work independently, and be able to maintain positive working relationships with all office staff, and with all other Mission employees and implementing partners. Proficiency in much of the MS Office suite, and other office software used within USAID and the USG is required. Must have superior organizational skills and the ability to prioritize and organize the workload and work under pressure with minimal supervision. Excellent computer skills are essential to carry out the function of managing the Training Results and Information Network (TraiNet). Advanced data entry and numerical skills are required as well as good analytical and research skills in order to be able to assist with monitoring and evaluation, budget analysis, and AOR/COR support.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or have the required work permits to be eligible for consideration.

TO APPLY:

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: TGGUSAID@state.gov

POINT OF CONTACT:

Human Resources Office

Attention: Claudia Tovar
Telephone: 2236-9320 Ext. 4743; Fax: 2221-4002

CLOSING DATE FOR THIS POSITION: MAY 9, 2014

The US Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

See <http://honduras.usembassy.gov> or <http://transition.usaid.gov/hn/employment.html>
for additional information and employment opportunities

Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).
 - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
 - Is a local resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.
 - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).